

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers
State Departments and Agencies

DATE: October 9, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: OUT-OF-STATE TRAVEL AUTHORIZATION NUMBERS

Effective Monday, October 28th, 2002, the "Four-Digit Travel Authorization Number" currently available on the state's main frame screen (AA23) will now be accessible on a "Travel Web Page". All active four-digit numbers (start date of trip has not yet occurred as of the date of this memorandum) will be transferred from Screen AA23 to the "Travel Web Page." Screen AA23 will no longer be active.

By moving from the main frame computer to a web page, travelers can view their authorization numbers directly without having to go through departmental fiscal personnel with access to the main frame computer.

Our goal is to provide the traveler access to his/her authorization number as soon as the travel has been approved, thereby allowing the traveler to make his/her travel arrangements as early as possible and take advantage of any early booking discounts.

The information provided on the new web page will be similar in format to the information available on the Main Frame Screen AA23. There are a few differences on how to bring up the information on the web page as compared to Screen AA23. To access information on Screen AA23, users would enter the appropriation account number or range of account numbers to which the travel would be charged. With the new "Travel Web Page", information can be accessed by either Fund Agency or by Traveler Name.

To access the "Travel Web Page", go to the Controller's Web Page: (<http://controller.doa.state.ri.us>) and click on the "out-of-state Travel" button on the top of the page or go directly to the travel web page: (<http://158.123.29.72/menu.htm>).

Please contact either Terry DelDeo at 222-6321 or TerryD@gw.doa.state.ri.us or Lynn Loveday at 222-2612 or LynnL@gw.doa.state.ri.us with any questions concerning this subject matter.

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CFO:03-30